



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	EEO Program Manager
JOB ANNOUNCEMENT NUMBER	17564
SALARY RANGE	\$124,995 - \$157,100 annually
OPEN PERIOD	6/27/14 – 6/27/15 (OPEN UNTIL FILLED)
POSITION INFORMATION	Staff Reserve (Time-Limited Appointment for a period up to three years)
DUTY LOCATION	Vienna, VA
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	No
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

ORGANIZATIONAL MISSION:

OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Applicant START DATE will be determined upon Hiring Manager's selection.

Component Mission:

The Office of Intelligence Community (IC) Equal Employment Opportunity and Diversity (EEOD) reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a diverse workforce. IC EEOD develops policies and programs, and provides guidance and consultation that impact the representation of women, minorities, and persons with disabilities. In addition to its community management responsibilities, the IC EEOD provides EEO and diversity services for the Office of the Director of National Intelligence organization.

Group/Branch Information:

The incumbent of this position is responsible for creating a program of collaboration among the 17 Intelligence Community agencies in all aspects of EEO operations. The successful candidate will have knowledge and experience in all major EEO program functions, such as EEO Counseling, Alternative Dispute Resolution, formal complaint processing, and final agency actions, as well as expertise in the agency's obligations to provide reasonable accommodation, to ensure 508 compliance, and to conduct management-based inquiries into allegations of harassment. Applicants should be prepared to demonstrate a capacity to think critically, the ability to engage in public speaking, and expert communication skills, both orally and in writing. Familiarity with 29 Code of Federal Regulations (CFR) Part 1614, Management Directives (MD) 110 and 715, EEOC's Model Agency



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Program elements, and 462 reporting requirements is also essential. The incumbent will supervise one GS-15 Deputy Director and could be responsible for contractor oversight.

DUTIES:

Major Duties and Responsibilities:

Oversee, manage, and improve the EEO complaints process, alternative dispute resolution, reasonable accommodations, and related activities for the ODNI workforce.

Serve as an EEO consultant to senior ODNI leadership and provide advice on the development, implementation, and management of a broad range of complex EEO programs and activities aimed at increasing EEO compliance in the ODNI and across the IC.

Serve as an expert liaison between ODNI and IC EEO organizations; listen to the needs of the organizations and provide counsel, guidance, and advice that enable them to tailor EEO programs, methods, and procedures to ensure they fully meet client needs and their overall EEO objectives.

Oversee and lead the development and implementation of EEO policy and programs for the ODNI workforce and the IC that enable and enhance collaboration, integration, and operational capability across the ODNI; lead and/or support Federal EEO complaint processing within the ODNI.

Oversee and lead the analysis and development of IC-wide EEO complaint statistics to produce reports for IC senior leadership with the status of EEO throughout the IC.

Oversee and lead planning, developing, and presenting expert, authoritative written and oral briefings to senior-level customers on significant and complex EEO issues; explain programs and issues to non-expert customers and tailor programs, methods, and products to ensure alignment with customer needs.

Deliver training, guidance, advice, and/or consultation to members of the ODNI workforce regarding EEO compliance requirements, rights and responsibilities, and other matters within the office's organizational jurisdiction.

Cultivate and maintain productive working relationships within and outside the IC EEO organization, share information of interest, explain the specifics of EEO programs and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

Assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Required Knowledge, Skills and Abilities:

Expert knowledge of Federal EEO laws, regulations, policies, and practices as well as a superior understanding of EEO MD-110 and MD-715, and 29 CFR Part 1614, EEOC's Model Agency Program elements, and 462 reporting requirements; superior ability to research and interpret legislation and guidance affecting EEO in the IC.

Expert program management, analytic, and critical thinking skills, including a superior ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of EEO programs.



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Expert conflict management skills to include various Alternate Dispute Resolution techniques (i.e. EEO counseling, mediation, and fact finding).

Superior ability to work effectively with cross-IC EEO teams; build and sustain professional relationships and exert influence effectively at all levels within and across organizations; superior ability to lead cross-IC EEO team initiatives and encourage information sharing.

Desired KSAs:

Superior ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Superior ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on EEO programs and issues; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel.

BENEFITS:

Please review the list of benefits below. For additional information please visit the OPM website at

<http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

OTHER INFORMATION:

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

HOW TO APPLY:



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HOW TO APPLY (PERMANENT APPLICANTS)

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:

- a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name; address; telephone number; and email address.**
- b. A short narrative describing the applicant's qualifications (general and specific) for the position.**
- c. Reference the vacancy number you are applying to in the subject line and on each document submitted.**
- d. Applications should be sent to either DNI-MSD-HR-RR (lotus notes; classified system) or recruitment@dni.gov.**

All attachments should be in Word or PDF format.

Your application MUST be received by the closing date of the announcement. Applications received after the close date will NOT be eligible for consideration.

Applications should NOT contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package ONLY; you may call (703) 275-3663.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received; applicants will ONLY be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:

ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.